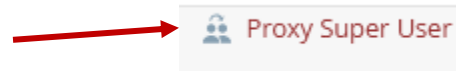**Fish 'R' Net**

Employee Self Service

SJF Web Time Entry
Setting Up/Acting as a Proxy
Fish'R'Net Employee Self Service

Setting Up a Proxy (Delegating Authority)

From the Employee Dashboard, click **Approve Time**

Approve Time
Approve Leave Report
Approve Leave Request

Now in the top right corner select **Proxy Super User**

👥 Proxy Super User

Go to the **Existing Proxies** section and click **Add a new proxy.**

    Search and select the Employee's name you are looking for.

    Make sure the second drop down box shows Timesheet.

    Click Save. This person can now approve submitted timesheets for you.

Existing Proxies
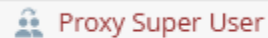
Add a new proxy

Employee Name - [Home Organization]

Acting as a Proxy (Approving on another Employee's behalf)

Approve Time

From the Employee Dashboard, click **Approve Time**

Approve Leave Report

Approve Leave Request

Now in the top right corner select **Proxy Super User**

Proxy Super User

Go to the **Act as a Proxy for** section.

Act as a Proxy for

Your name will appear on the first line.

Click the down arrow and select the name of the employee who you will be acting as their proxy.

Self ·

If you do not see the expected employee name, you have not been set up as their Proxy. If timesheets must be approved call Payroll.

To approve submitted timesheets click **Navigate to Time & Leave Approvals application** in the lower right corner to the screen.

Navigate to Time & Leave Approvals application

Once in the Time Entry Approvals section, follow the guidelines for approving submitted timesheets.

Payroll Department

(585) 385-8056 or (585) 385-8057

email payroll@sjf.ecu